



FORWARD PLAN OF KEY DECISIONS

OCTOBER 2004

The Forward Plan is produced by the Council under the Local Government Act 2000. The purpose of the Plan is to give advance notice of Key Decisions to be made by the Cabinet or officers on its behalf. This is to give both Members of the Council and the public the opportunity of making their views known at the earliest possible stage.

This Forward Plan has been prepared for the period 1 October 2004 to 31 January 2005. It is only valid for the month of October. It will be replaced in November 2004. Changes from the September 2004 Forward Plan are shown in bold type.

The Plan shows the Key Decisions likely to be taken within the above period. Key Decisions are those which are financially significant or which have a significant impact. This has been decided, by the Council, to be decisions which involve income or expenditure over £100,000 or which will have a significant effect on people or organisations in two or more wards.

The majority of decisions are taken by Cabinet and the membership of that body is set out below, together with the individual Portfolios held, where appropriate. Other decisions may be taken by Officers in accordance with the Officers Scheme of Delegation, as agreed by the Council (a key to the abbreviations used in the Plan is set out overleaf).

Anyone who wishes to make representations about any item included in the Plan should write to the officer listed in Column 6 of the Plan, at the above address. Copies of documents submitted to a decision taker are available for inspection, again at the above address. Where the document is a committee report, it will usually be available five days before the meeting. Documents that are confidential or exempt from publication under the Local Government Acts are not available to the public.

If you have any queries regarding the operation or content of the Forward Plan please contact Chris Ashcroft on 01962 848284.

Cllr Sheila Campbell
Leader of the Council

Cabinet Members:

Sheila Campbell (*Leader*)
Therese Evans (*Deputy Leader*)
John Beveridge
Brian Collin
Dominic Hiscock
Richard Knasel
Kelsie Learney
Jim Wagner

Portfolio Held:

Community Strategy
Culture, Heritage and Sport
Planning
Healthy and Inclusive Communities
Housing
Economy and Transport
Finance and Resources
Environmental Health

KEY TO ABBREVIATIONS

CMT	Corporate Management Team Incorporates:
CX	Chief Executive (Simon Eden)
CSS	City Secretary & Solicitor (Stephen Whetnall)
DCS	Director of Community Services (Steve Tilbury)
DDS	Director of Development Services (Robin Cooper)
DF	Director of Finance (Sheila Boden)
DHH	Director of Health & Housing (Bob Merrett)
DP	Director of Personnel (Alison Gavin)
CEO	Chief Estates Officer (Tony Langridge)
TACT	Tenants And Council Together
N/K	Not Known
N/A	Not Applicable

KEY DECISIONS – FINANCIAL – CHIEF EXECUTIVE

No	Item	Project Cost £000	Consultees	Method of consultation	Representation – to whom and date	Documents submitted to decision taker	Decision taker	Month decision to be taken (original)	Month decision to be taken (revised)
	None								

KEY DECISIONS – NON-FINANCIAL – CHIEF EXECUTIVE

No	Item	Wards affected	Consultees	Method of consultation	Representation – to whom and date	Documents submitted to decision taker	Decision taker	Month decision to be taken (original)	Month decision to be taken (revised)
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1.	Community Strategy	All	Community Partner organisations All Councillors Staff	Circulation of draft Community Strategy	Corporate Support Officer by 1.09.04	Report and draft Community Strategy	Cabinet 13.10.04 Council 03.11.04	April	Nov 04
2.	Corporate Strategy	All	Community Partner Organisations	Draft report	Chief Executive by 22.09.04	Report and draft Corporate Strategy	Cabinet 13.10.04 Council 03.11.04	Nov 04	
3.	Protocol for working with Parish and Town Councils	All with Parish Councils	Winchester District Association of Parish & Town Councils Hampshire Association of Parish & Town Councils.	Discussions and circulation of draft protocol	Chief Executive by 22.09.04	Report and draft protocol	Cabinet 13.10.04	Oct 04	
4.	Review of Business Plan Guidance	All	Scrutiny Chairs and Cabinet Members Staff	Discussion on draft guidelines	Head of Performance & Management by 3.11.04	Report	Cabinet 17.11.04	Nov 04	

KEY DECISIONS – NON-FINANCIAL – CHIEF EXECUTIVE

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5.	Corporate Sustainability Strategy and Action Plan	All	Councillors and staff	Members: Report to all Performance Improvement Committees Staff: Through Corporate Officer Group	Sustainability Officer at various dates	Report and draft strategy and action plan	Cabinet 15.12.04	Dec 04	
6.	Corporate Procurement Strategy and Action Plan	All	Principal Scrutiny Committee	Report and draft strategy and action plan.	Head of Performance and Management by 12.11.04	Report and draft strategy and action plan	Cabinet 15.12.04	Dec 04	
7.	Environment Strategy	All	Members Staff Parish Councils Partner Organisations	Seminars Circulation of draft strategy	Policy Officer by 1.11.04	Report and draft strategy and action plan	Cabinet 15.12.04	Dec 04	

KEY DECISIONS – FINANCIAL – CITY SECRETARY AND SOLICITOR

No	Item	Project cost £000	Consultees	Method of consultation	Representation – to whom and date	Documents submitted to decision taker	Decision taker	Month decision to be taken (original)	Month decision to be taken (revised)
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1.	Land Charges IT Feasibility Study	Not yet available	Staff & ICT Group	Feasibility Study	CSS 29.09.04	Report	Cabinet 13.10.04	Dec	Oct 04
2.	Transfer (buy back) of land at Thurmond Crescent, Winchester, and Fivefields Road, Winchester	Exempt	Members CMT TACT	Meetings Reports Letters	CSS 29.09.04	Committee Report	Cabinet 13.10.04	Oct 04	

KEY DECISIONS – NON-FINANCIAL – CITY SECRETARY AND SOLICITOR

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1.	Review of the Constitution – Member Roles and Accountability Statements	ALL	Management Team and Members	Political Groups consultation Reports	CSS 29.09.04	Report	Cabinet 13.10.04	Oct 04	
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KEY DECISIONS – FINANCIAL – COMMUNITY SERVICES

No	Item	Project cost £000	Consultees	Method of consultation	Representation – to whom and date	Documents submitted to decision taker	Decision taker	Month decision to be taken (original)	Month decision to be taken (revised)
1.	RPLC – Major Refurbishment Capital Expenditure	£1,100	Management Team, Members, DC Leisure	Meetings, Committee Report	Steve Tilbury 30.09.04	Committee Report	Cabinet 13.10.04	Sept 04	Oct 04
2.	Community Services Buildings - Disability Discrimination Act compliance – Capital Expenditure	N/K	Management Team, Members, Disability Groups	Meetings, Committee Report	Steve Tilbury 29.10.04	Committee Report	Cabinet 17.11.04	Nov 04	

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No	Item	Wards affected	Consultees	Method of consultation	Representation – to whom and date	Documents submitted to decision taker	Decision taker	Month decision to be taken (original)	Month decision to be taken (revised)
1.	Heritage Best Value review	ALL	Other local authorities, SEMLAC	Questionnaire meetings, Committee Report	Ken Qualmann 30.09.04	Committee Report	Cabinet 13.10.04	Jan 04	Oct 04
2.	Arts Strategy	ALL	Key Stakeholders	Draft Strategy Document	Lorraine Mansfield 29.10.04	Committee Report	Cabinet 17.11.04	March 04	Nov 04
3.	Neighbourhood Wardens – final arrangements	ALL	Management Team, Members, TACT	Committee Report	Steve Tilbury 30.09.04	Committee Report	Cabinet 13.10.04	Sept 04	Oct 04
4.	Community Safety Strategy	ALL	Management Team, Members, HCC, Parish Councils, Hampshire Police	Draft Strategy Document	Steve Tilbury 29.10.04	Committee Report	Cabinet 17.11.04	Nov 04	
5.	Cultural Centre – progress report	ALL	Management Team, Members, HCC	Committee Report	Steve Tilbury 22.09.04	Committee Report	Cabinet (special meeting) 6.10.04	Oct 04	
6.	Sport and Recreation Strategy	ALL	Management Team & Members, Key stakeholders	Draft Strategy Document	Steve Tilbury 29.10.04	Committee Report	Cabinet 17.11.04	Mar 04	Nov 04

KEY DECISIONS – FINANCIAL – DEVELOPMENT SERVICES

No	Item	Project cost £000	Consultees	Method of consultation	Representation – to whom and date	Documents submitted to decision taker	Decision taker	Month decision to be taken (original)	Month decision to be taken (revised)
1.	Broadway Friarsgate Development Agreement	Exempt	CMT, Cabinet, Council	Committee Report	Tony Langridge 1.09.04	Committee Report	Cabinet (special meeting) 6.10.04	July 04	Oct 04
2.	Council Offices Site Selection	N/K	CMT, Cabinet	Committee Report	Tony Langridge 1.09.04	Committee Report	Cabinet 17.11.04	Jun 04	Nov 04
3.	Council Offices Business Case	Exempt	CMT, Cabinet	Committee Report	Tony Langridge 30.09.04	Committee Report	Cabinet 17.11.04	July 04	Nov 04

KEY DECISIONS – NON-FINANCIAL – DEVELOPMENT SERVICES

No	Item	Wards affected	Consultees	Method of consultation	Representation – to whom and date	Documents submitted to decision taker	Decision taker	Month decision to be taken (original)	Month decision to be taken (revised)
1.	Traffic Management - Parchment Street, Winchester and surrounding roads	ALL	CMT, Cabinet, Local Residents and Businesses	Reports, Questionnaire	Neville Crisp 29.09.04	Committee Report	Cabinet 13.10.04	Oct 04	

KEY DECISIONS – FINANCIAL – FINANCE

No	Item	Project cost £000	Consultees	Method of consultation	Representation – to whom and date	Documents submitted to decision taker	Decision taker	Month decision to be taken (original)	Month decision to be taken (revised)
1.	Treasury management – decisions in accordance with the Council’s approved strategy and policy	Up to £5m per transaction	None	None	Sheila Boden daily	Designated working papers	Designated Finance staff daily	Daily	Daily
2.	General Fund Budget 2005/06	N/A	None	None	Fred Lyon 12.10.04	Committee report	Cabinet 13.10.04	Oct 04	
3.	Reception area contract (subject to portfolio holder decision)	Exempt	None	None	Alex Moore 16.11.04	Committee report	Cabinet 17.11.04	Oct 04	Nov 04
4.	IEG statement (Subject to ODPM advice)	N/A	Citizens’ Panel	Survey	Alex Moore 12.10.04	Committee report	Cabinet 13.10.04	Oct 04	
5.	Customer Service Centre	N/A	Staff, TACT	Meetings, briefings	Sheila Boden 13.10.04	Committee report	Cabinet 13.10.04	Oct 04	
6.	Rural Rate Relief Settlement Areas	N/A	None	None	Gill Cranswick 16.11.04	Committee report	Cabinet 17.11.04	Nov 04	
7.	Audit Letter	N/A	None	None	Sheila Boden 05.12.04	Committee report	Principal Scrutiny 06.12.04	Dec 04	
8.	Tax base	N/A	None	None	Gill Cranswick 14.12.04	Committee report	Cabinet 15.12.04	Dec 04	

KEY DECISIONS – NON-FINANCIAL – FINANCE

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1.	None								
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KEY DECISIONS – FINANCIAL – HEALTH & HOUSING

No	Item	Project cost £000	Consultees	Method of consultation	Representation – to whom and date	Documents submitted to decision taker	Decision taker	Month decision to be taken (original)	Month decision to be taken (revised)
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1.	Disposal of HRA land at Harwood Place, Kings Worthy	Not known	Members CMT TACT	Meetings Reports Letters	Ken Kershaw 3.01.05	Committee Report	Cabinet 19.01.05	Feb 04	Jan 05
2.	Disposal of HRA land at Wesley Road, Kings Worthy	Not known	Members CMT TACT	Meetings Reports Letters	Ken Kershaw 3.01.05	Committee Report	Cabinet 19.01.05	Feb 04	Jan 05
3.	Disposal of HRA land at Buddens Road, Wickham	Not known	Members CMT TACT	Meetings Reports Letters	Ken Kershaw 29.10.04	Committee Report	Cabinet 17.11.04	Jul 04	Nov 04
4.	Disposal of HRA land at Lovedon Lane, Kingsworthy	Not known	Members CMT TACT	Meetings Reports Letters	Ken Kershaw 29.10.04	Committee Report	Cabinet 17.11.04	Jul 04	Nov 04
5.	Provision for Out of Hours Stray Dogs Collection	Not Known	Members CMT	Meetings Reports Letters	Robert Heathcock 24.09.04	Committee Report	Cabinet 17.11.04	Sep 04	Nov 04

KEY DECISIONS – NON-FINANCIAL – HEALTH & HOUSING

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KEY DECISIONS – FINANCIAL – PERSONNEL

No	Item	Project cost £000	Consultees	Method of consultation	Representation – to whom and date	Documents submitted to decision taker	Decision taker	Month decision to be taken (original)	Month decision to be taken (revised)
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1.	Communication Strategy	N/K	Members, CMT, Department Reps, Unison	Meetings, Committee Reports	Alison Gavin 1.12.04	Committee Report	Cabinet 15.12.04	Dec 03	Dec 04
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